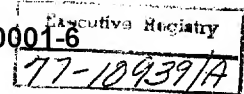


The Deputy Director
Central Intelligence Agency



Washington, D. C. 20505

Compt. 77-1171



Misc. G. 1
19 Dec 77

5 January 1977

Mr. George H. Kuper
Executive Director
National Center for Productivity
and Quality of Working Life
Washington, D. C. 20036

Dear Mr. Kuper:

This will acknowledge your memorandum of December 19, 1977 on Federal Government Productivity Improvement. I have reviewed the reporting instructions attached to your memorandum and have determined that it would not be appropriate for this Agency to provide the requested data. The nature of this Agency's activities are such that it would be difficult to provide meaningful productivity data on an unclassified basis.

While this Agency is not able to participate in the Federal Productivity Measurement Project, I assure you that we support fully the Administration's emphasis on productivity improvement in the Federal Government. A fundamental concept of our managerial philosophy is to seek ways to further improve overall productivity and to achieve economies in the conduct of Agency activities. I regret that it is inappropriate to include the results of our efforts in the report of productivity growth in the Federal sector.

Sincerely,



John F. Blake
Acting Deputy Director

STAT

cc: Mr. Jeffrey Hohenstein
Office of Productivity and Technology
Bureau of Labor Statistics
Room S-4320
200 Constitution Avenue
Washington, D. C. 20212

Distribution:

Orig. - Addressee

1 - DDCI 1 - DDA

1 - ER

1 - Compt.

1 - Approved For Release 2004/03/12 : CIA-RDP80M00165A002000060001-6

1 - Compt. Subject

1 - Compt. Reading

1 - Compt. Admino

O/Compt/AC [redacted] slh (4 Jan 78)

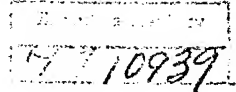
EU

EXECUTIVE REGISTRY FILE

Misc. G. 1

STAT

National Center for Productivity and Quality of Working Life
Washington 20036



December 19, 1977

MEMORANDUM FOR: Heads of Executive Departments and Agencies

SUBJECT: Federal Government Productivity Improvement

The objective of productivity improvement is an underlying principle of all aspects of our economic society as productivity is a fundamental source of our standard of living and our economic strength. The need for continuing to apply this principle to the Federal government itself has been reiterated by President Carter. It has been stated by the Congress through the National Productivity and Quality of Working Life Act of 1975 (P.L. 94-136). The responsibility for productivity improvement rests with all managers of Federal resources. Each Federal agency has been responsible for initiating efforts to encourage and support productivity improvement as reaffirmed in the memorandum for Heads of Executive Departments and Establishments from the Office of Management and Budget dated 13 July 1976.

The National Center for Productivity and Quality of Working Life has been charged by Public Law 94-136 and the Office of Management and Budget to report on the rate of productivity improvement achieved by the Federal establishment. In compiling this report, each department and agency with 200 or more full time regular employees is asked to provide existing agency operating data to the Bureau of Labor Statistics in accordance with the attached instructions and time schedules. The BLS will report back to you and your reporting unit, the productivity ratios compiled from your agency's submission.

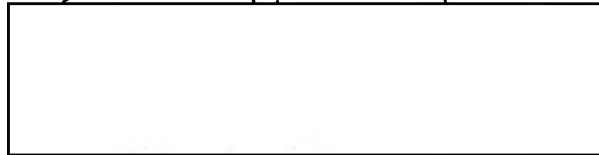
To enhance the usefulness of this data to agency managers, while avoiding unnecessary reporting requirements and excessive paperwork, we want to work toward integrating the performance indicators required in the new Zero-Based Budgeting process with the productivity data submitted to the BLS by each agency. Individual organizations are being encouraged in this data call to use ZBB data to supplement their existing productivity submission. If output and input data appropriate for developing productivity measures are available for specific decision units from the agency's ZBB submission, such data could be submitted to BLS for development of productivity measures and reported back to you.

(RECEIVED) DECEMBER 21 1977
Misc Govt Agg

-2-

The effort to report on Federal government productivity growth is an important demonstration of our concern for government efficiency. However, measurement is only the first step in achieving the productivity improvement our Nation requires. More important, are the efforts of each individual agency to strive for such improvement. We hope that reporting your progress towards productivity growth will serve as a useful focus for this national objective.

With thanks in anticipation of your help and cooperation,
I remain,



George H. Kuper
Executive Director

25X1

Federal Productivity
Measurement Project

Fiscal Year 1977
Agency Instruction Package

<u>Contents</u>	<u>Page</u>
I. <u>Introduction</u>	1
II. <u>Reporting Procedures</u>	2
A. Key Dates	
B. Redefinition of Fiscal Year	
C. Contact for Technical Assistance	
D. Project Mailing Address	
III. <u>Data Reporting Instructions</u>	4
A. Project Definitions	
B. Criteria for Choosing Output Indicators	
C. Summary of Major Changes	
IV. <u>Required Data Exhibits</u>	12
V. <u>Attachments</u>	
Exhibit B-1 (Description of measurable activities)	
Exhibit C-1 (Keypunch form for output and input data)	

THIS INTERAGENCY REPORTING REQUIREMENT HAS BEEN APPROVED BY THE
GENERAL SERVICES ADMINISTRATION IN ACCORDANCE WITH FPMR 101-11.11.
IT HAS BEEN ASSIGNED INTERAGENCY REPORT CONTROL NO. 0169-NCP-AN.

Approved For Release 2004/03/12 : CIA-RDP80M00165A002000060001-6
Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	<i>CMPT</i>	<i>✓</i>			
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
SUSPENSE		Date			

Remarks:

Lin: How to handle?

Executive Secretary

STAT